



AMERICAN EMBASSY



ALUMNI COORDINATOR

As our Alumni Coordinator you will be responsible for developing and coordinating U.S. Government Program Alumni Associations, cultivating long term relationships with Alumni, and planning Alumni activities in both Sri Lanka and Maldives. Are you fluent in English? (English will be tested.) Do you possess excellent interpersonal, organizational and management skills? Are you able to communicate effectively with internal and external contacts to accomplish tasks? Do you have a good working knowledge in Microsoft Office Software? If you answer “yes” to all these questions, you may be the person we’re looking for!

Please send us your detailed CV along with a cover page containing the following questions and your answers:

1.Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address, Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household that work for the U.S. Government (Y/N, if ‘Y’, Name, Relationship, Position, Location), 7. Are you between ages 18-60?(Y/N), 8. Do you have a University degree in Social Sciences (Sociology, Political Science, Anthropology, Psychology, Communication, Cultural Studies, Law and Linguistics) OR Humanities (Literature, English, History, Philosophy, Law)? (Y/N, if ‘Y’, Results and Year of Examination),9. Do you have three years of work experience in Management or Administration? (Y/N–If ‘Y’, state employer, position title, years/months of employment in each position & summary of duties), 10. Your current monthly take-home salary.

Applications without the cover page may not be considered for this position. If your answer is ‘NO’ to questions 7, 8 and 9, your application will not be considered.

Take home monthly salary for Alumni Coordinator is Rs.71,561/-

Your application should reach us **on or before February 14, 2014** at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov Please state “Alumni Coordinator” on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted. **The U.S. Embassy is an Equal Opportunity Employer. Visit <http://srilanka.usembassy.gov/>.**